

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
June 11, 2010

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, June 11, 2010 from 10:00 a.m. – 2:30 p.m.

1. Members present. Thomas J. Alevizos, David Avery, W. Timothy Crowley, Bruce C. Embrey, James R. Heuer, Stanley A. Levine, Peggy L. Quint Lohorn, Carol J. Orbison, and Thomas P. Stefaniak, Chair.
2. Staff present. Jeffrey Bercovitz, Indiana Judicial Center; Thomas Q. Jones, Records Manager; Angela James, Court Analyst; and James Walker, Director of Trial Court Management; all from the Division of State Court Administration provided the committee with staff assistance.
3. Guest present. Larry Grau, The Grau Group, Inc., was also present.
4. Minutes approved. The minutes for the committee on May 14, 2010 were approved.
5. Weighted caseload measures.
 - a. Committee members reviewed sample Chronological Case Summaries (CCS) from small claims cases, which were divided into collection and landlord-tenant small claims cases. Committee members agreed to keep time sheets as a smaller group for consistency and diligence purposes, for 8 to 12 weeks, in a similar manner as problem-solving courts kept time sheets in the last study. They agreed to divide small claims into collections and other areas and also agreed to look at CCS entries in each type of small claims case. The smaller group would help in understanding the business practices in this area of the law. This smaller group method would be used for infractions and ordinance violations. The committee agreed to determine other areas that needed this approach to keeping time sheets.
 - b. Members of the committee discussed using only times, and not counting the judicial actions in small claims, since the CCS entries in this case type did not always reflect a judicial action.
 - c. Committee members looked at the CB case type, in which no time is assigned, but court business is conducted. This includes a memorial service for a deceased member of the local bar, an order calling for a petit or grand jury, an order adopting local court rules, appointments of pro tems, and tax warrants from the Indiana Department of Revenue.
 - d. Property tax sale cases in are spun off from “CB” when there is a case, including judicial actions, associated with a case. In some counties, when an action occurs, the case is spun off and becomes an MI case. James Walker agreed to determine what is happening with tax sales generally in Indiana, and committee members agreed to look at how tax sales were handled in their county.

- e. Larry Grau distributed information on the number of judicial actions in death penalty cases. He expressed concern there may be enough of these cases for a large sample. Committee members agreed death penalty and life without parole cases should be reviewed, even if they are the exception rather than the rule. Committee members agreed death penalty cases should be counted as death penalty cases even if a plea occurs later. He agreed to review how death penalty cases are administered in other states.
6. Court Reform Grant. Jeffrey Bercovitz distributed a draft court reform grant application and draft support letter by Jane Seigel for review by the committee. Committee members agreed to submit the grant request as revised.
7. Next meeting.
- a. Members of the committee agreed to (1) review various case types for the analysis to be used in small claims cases (2) look at CT, CP, CC, DR, PO, ES and GU case types at the next meeting, (3) review the design of the time sheets prepared by Larry Grau based on those used during the last study; (4) report back on how tax sales are conducted in counties of committee members; and (5) review by Larry Grau on how other states administer death penalty for weighted caseload purposes.
- b. Members of the committee agreed to meet again on Friday, July 9, August 13, and October 15, 2010 from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law